

CAREER OPPORTUNITY

Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of SENIOR LEGAL OFFICER, AHB 6

VACANCY FOR THE POSITION OF SENIOR LEGAL OFFICER

JOB PURPOSE

This cadre is responsible for the provision of legal advice, conveyancing, preparation, and review of contracts, Board Management Services, and handling litigation matters.

REPORTING RELATIONSHIP:

This role reports to the Principal Legal Officer

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Legal Officer will entail:

- i. Conducting legal research and preparing legal opinions and memoranda on matters relevant to the Board;
- ii. Providing and interpreting legal information;
- iii. Conducting training and disseminating appropriate legal information to staff;
- iv. Drafting contracts, internal policies, and ensuring that they comply with all statutory requirements;
- v. Initiating, vetting, and negotiating contracts, formal agreements, and other legal instruments to meet the laid-down requirements for execution;
- vi. Monitoring and reporting on non-compliance issues;
- vii. Handling pre-litigation legal disputes and inquiries;
- viii. Developing legal documents and instruments;
- ix. Implementing strategic plans and objectives with respect to the legal function;
- x. Providing legal risk reviews and providing legal advice on risk mitigation;
- xi. Representing the Board in Court matters and managing litigation; and
- xii. Registering the Board's documents for intellectual property.

REQUIRED QUALIFICATIONS

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of six (6) years' relevant work experience, three (3) of which must have been at the grade of Legal Officer I or in a comparable position.
- ii. Bachelor of Laws (LL. B) degree from a recognized institution;
- iii. Postgraduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- iv. Valid practicing license
- v. Membership in the Law Society of Kenya (LSK) and in good standing;
- vi. Proficiency in computer applications;

KEY SKILLS AND COMPETENCIES

- i. Organization and planning skills;
- ii. Confidentiality;
- iii. Interpersonal skills;
- iv. Communication skills;
- v. Ability to meet deadlines;
- vi. Teamwork;

HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at

<https://affordablehousingboard.go.ke/careers> or www.acalconsulting.co.ke/Careers

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,
AFFORDABLE HOUSING BOARD (AHB),
P.O BOX 27521- 00100,
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted